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Faculty Reimbursement Policy for RUNN Course Faculty

General Reimbursement Policies

- Receipts are required for all expenses over \$10.00.
- Expense reports are to be submitted to the SNS Headquarters within 30 days of travel.

Air Travel

- The SNS reimburses advance purchase economy airfare made 30 days in advance, a maximum of \$750.00 will be reimbursed.
 - If tickets are purchased less than 30 days in advance of the meeting, a maximum of \$500.00 will be reimbursed.
- The SNS reimburses up to two checked bags.

Ground Transportation

- If driving your personal vehicle, the SNS reimburses mileage at the IRS charitable mileage rate.
- The SNS recommends rideshares, the Peter Pan bus, or car rentals when traveling from the airport to Woods Hole, MA.
 - Rideshares can be prescheduled from the airport to Woods Hole, MA.
 - There is a bus service directly from Logan or Providence to Woods Hole. Please contact Peter Pan Bus Lines online at <http://www.peterpanbus.com> to make your reservation.
 - You will board the bus to Woods Hole outside the baggage claim area. After a two-hour ride, the bus will arrive in front of the Steamship authority in Woods Hole.
 - From the bus depot, turn left on Water Street, then right on MBL Street (5–10-minute walk) to Swope Hall.
 - Car rentals will be reimbursed only for the days needed for participation in the course.
- Any ground transportation needed for the course will be reimbursed at a maximum of \$300.00 roundtrip.

Accommodations

- Accommodation will only be reimbursed for your stay to participate in the course.
- Rooms at the MBL are equipped with 2 twin beds.



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- Please note: Children and pets are not permitted to stay at the MBL.
- Faculty may prefer to stay off campus for a variety of reasons whether wanting to better accommodate family, travel plans, etc.
 - The SNS will reimburse accommodations at a rate of \$145.00 per night when staying off campus.
 - Local hotel options close to the MBL include:
 - [Woods Hole Inn](#) (limited availability) – 0.5 miles from MBL Campus
 - [Woods Hole Passage Inn](#) – 2.4 miles from MBL Campus
 - [Palmer House Inn](#) – 4 miles from MBL Campus

Meals

- The SNS reimburses for meals that occur for faculty during travel only as meals are provided each day of the course for breakfast, lunch, and dinner. At a maximum of \$80.00 per day.
- Receipts for all meals off campus will be required for reimbursement.